

DRAFT

New Coordinator Training Agenda

CAT DAY 1: Tuesday, May 16, 2006

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| 8:30–9:00 | | Welcome/Introductions/Travel |
| 9:00-10:15 | I | What is WIC? <ul style="list-style-type: none">• WIC Basics• WIC is Nutrition• Federal and state funding• Staffing roles and ratios <i>Jacqueline Beard, Training Coordinator</i> |
| 10:15-10:30 | | Break |
| 10:30-12:00 | I | Contracts 101: The Basics <ul style="list-style-type: none">• Consolidated and non-consolidated contracts• Process• Understanding forms, lingo, timelines• Key deliverables and responsibilities <i>Marsha Boling, Local Program Consultant</i> <i>Barb Krogstad, Local Program Consultant</i> |
| 12:00-1:15 | | Lunch |
| 1:15 – 2:00 | II | Expenditure Report and Time Study |
| 2:00-3:15 | II | Program Integrity: Client, Staff and Retailers <ul style="list-style-type: none">• Learning about Federal Regulations• Compliance Challenges• Preventing Non-compliance <i>Kathy Chapman, Integrity Unit Manager</i> |
| 3:15-3:30 | | Break |
| 3:30-4:30 | II | Breastfeeding Promotion in WIC <ul style="list-style-type: none">• What is your role in Breastfeeding Promotion?• How WA WIC Measures Up – Breastfeeding Data <i>Jean O'Leary, Breastfeeding Coordinator</i> |

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| Thank you for completing your feedback forms |
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CAT DAY 2: Wednesday, May 17, 2006

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| 8:15-8:30 | | Network/Travel |
| 8:30-10:00 | I | Functioning Effectively at the Local Level <ul style="list-style-type: none">• Policy and Procedure Manual• Communication – memos, WIC mail/email/fax, CIMS supplement, web site, list serve• Getting Support: Help Desk, Program Staff support• Training/QA• Clinic directories update• Computer system management and data requests <i>Jacqueline Beard</i> |
| 10:00-10:15 | | Break |
| 10:15-11:45 | II | State and Federal Laws that Impact WIC <ul style="list-style-type: none">• Health Care Assistant/vaccinations• Medical Test Site• CPS Referrals• Confidentiality/Release of Information <i>Margaret Dosland, Training Consultant</i> |
| 11:45-1:00 | | Lunch with Local Program Consultant Walk |
| 1:00-1:45 | I | CIMS Reports <ul style="list-style-type: none">• Making Sense of the CIMS Reports• Do's and Don'ts with the Data <i>Jacqueline Beard</i> |
| 1:45-3:15 | I | Caseload Management <ul style="list-style-type: none">• Overview of Caseload Management• Strategies for Effective Management• How to Calculate No Show Rates <i>Mary Candler, Training Consultant</i> |
| 3:15-3:30 | | Break/Travel |
| 3:30-4:30 | II | The WIC Directors Perspective <ul style="list-style-type: none">• Meet the WA WIC Director• Learn the Future of WIC in WA• Hear About the Upcoming Initiatives |

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CAT DAY 3: Thursday, May 18, 2006

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| 8:15-8:30 | Network/Travel |
| 8:30-10:30 | Clinic Flow and Efficiency Issues <ul style="list-style-type: none">• Key concepts for efficient clinic services• Assessing for clinic flow issues.• Use Self assessment tool to evaluate your clinic <i>Leanne Burkhalter-Eko, Training Consultant</i> |
| 10:00-10:15 | Break |
| 10:15-11:15 | Clinic Flow and Efficiency Issues Continued |
| 11:15-12:15 | Developing your Action Plan: Next steps! <ul style="list-style-type: none">• Goal Setting• Obstacles/Solutions• Action Plans <i>Margaret Dosland</i> |
| 12:15-12:30 | Questions/Answers Feedback/Wrap-up |

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| Thank you for completing your feedback forms |
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